

**MEETING MINUTES**



**DATE OF MEETING:** June 13, 2017  
**PROJECT:** Dunstable Public Safety  
**PROJECT NO.** 16-0732  
**SUBJECT:** Feasibility Study Meeting # 11  
**LOCATION:** D&W Office – Massachusetts  
**ATTENDING:** Tracey Hutton (TH) Town Administrator  
 James Dow (JD) Dunstable Police Chief  
 Brian Rich (BR) Dunstable Fire Chief  
 Harold West (HW) Dunstable Capitol Planning  
 Dana Metzler (DM) Dunstable Finance Committee  
 Donald Walter (DW) Dore & Whittier Architects (DW)  
 Alan Brown (AB) Dore & Whittier Architects (DW)

Item #:	Description	Action by:
11.1	D&W was asked to look at two properties at 108 and 114 Pleasant Street. It is our understanding that both properties will be donated to the Town with the donating landowner given use of the 114 Pleasant Street property until his death.	RECORD
11.2	<p>D&amp;W presented two options for 108 and 114 Pleasant Street lots. This included a civil narrative on the two sites as well as comments from Pare on the proposed conceptual site plan. A copy is attached. Overall the sites are well suited for this facility. The following were comments made regarding the site plans:</p> <ul style="list-style-type: none"> <li>• The current options are within the required Town setbacks</li> <li>• With the current conceptual design, the lot of a total of 6.6 acres will only cover approximately 7% of the site (max coverage allowed is 25%)</li> <li>• The number of parking spaces are at 43. This will be verified when schematic design begins</li> <li>• There is a tight turn at the apparatus bays which will need to be further explored during Schematic design</li> <li>• There appears to be enough room for storm drainage. The rear yard wall may have to be moved back for adequate storage</li> <li>• A new onsite septic system will be required. Consideration for the existing residential septic addressed. It's location must be verified. TH thought the existing is close to the exiting house.</li> <li>• There is currently both gas and water in Pleasant street. The existing water line may have to be replaced.</li> <li>• The existing stone wall at the front of the site may relocated if it is altered.</li> <li>• There are no known wetlands</li> <li>• There are no known Natural Heritage and Endangered Species</li> <li>• Additional tree clearing will be required. Additional permitting may be required due to a possibility of impact on local species such as the Northern Long Eared Bat. Coordination with US Fish</li> </ul>	RECORD

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PROJECT MANAGERS

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Item #:	Description	Action by:
	and Wildlife will be required. This may impact when trees can be cleared from the site.	
11.3	The serpentine drive is the preferred option by the Town after conversations with the donating landowner who would prefer access to his shed/barn. After the Town has received full ownership of the property, a straight drive could be built providing a separated access to the public and police. This avoids conflicts with exiting Fire Apparatus	RECORD
11.4	The Committee asked if the Design Team can look at providing public and police access to the other side and around the building instead of the serpentine drive around the neighbor's yard. D&W will review	D&W
11.5	TH informed the committee that the Town must make improvements to the storm water systems of the existing five municipal owned properties. If the project moves forward, the Town will be down to four properties. She does know how this will impact the project. The new public facility will be following all current MA storm water requirements	RECORD
11.6	The next step is to revise the conceptual construction cost estimate and update the overall Project cost estimate. The Design Team will prepare	Design Team
11.7	This latest conceptual plans and revised Cost estimate will be presented at the next Board of Selectmen's meeting. It is scheduled for June 28 at 6:30 pm at the Town Hall. D&W was also asked to prepare a brief summary on what the initial charge for the feasibility study was and how the study got to where it is today.	D&W
11.8	The Committee has asked D&W to get proposals from a couple of Geotechnical Engineers and surveyors. This work could happen within the next year. The local group is Norse Engineering. They do both surveying and Geotech. Contact is Jeff Hannaford at 978-649-1966.	D&W
11.9	The Town expects to have vote in the fall for acceptance of the donated land. They expect to have a spring vote for design funding. They are also planning on designing and then bidding to present a final bid cost for a Town vote.	RECORD
11.10	There has been some discussion that as a back-up plan and the Town does not approve the Project that only the fire App. Bays be built with some administration. This may not be allowed with regards to the donated land. TH will verify that the land would be donated if it is a public safety building and not just a fire station.	RECORD

The next Scheduled Building Committee meeting is to be determined. There is a Board of Selectmen's meeting scheduled for June 28, 2017 at 6:30 pm in the Town Hall.

The above is my summary of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes within 10 business days. After 10 business days, these minutes will be considered final and included in the project record.

Sincerely,

**DORE & WHITTIER ARCHITECTS, INC.**

Architects ■ Project Managers



Alan Brown AIA NCARB  
Project Manager

Encl: Meeting Sign in Sheet dated June 13, 2017  
Civil Narrative prepared by Pare Corp  
Option A and Option B site plans and Conceptual Images

<b>c:</b>	Tracey Hutton (TH)	Town Administrator
	James Dow (JD)	Dunstable Police
	Brian Rich (BR)	Dunstable Fire
	Dana Metzler (DM)	Dunstable Fin Com
	Harold West (HW)	Dunstable Cap. Plan
	David Greenwood (DW)	Resident
	Andrew Chagnon (AC)	Pare Corp.
	Lindsey Machamer (LM)	Pare Corp.
	Jason Harris (JH)	Dore & Whittier
	Donald Walter (DW)	Dore & Whittier
	Joseph Petrarca	Dore & Whittier
	File	



# Meeting Agenda

June 13, 2017

2:00 PM

Dunstable Public Safety  
Dunstable, Massachusetts

Meeting with the Public Safety Committee

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1. Review Conceptual Site Plan on 108 and 114 Pleasant Street
  - Options A and B
2. Review Conceptual Building Massing
3. Next Steps
  - Finalize Feasibility Study
  - Revise Conceptual Cost estimate
  - Present to Selectmen
4. Next Meeting dates?
  - Meeting with the Selectmen
  - Next Building Committee Meeting

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**Existing Site Narrative Feasibility Study  
108 and 114 Pleasant Street, Dunstable, MA**

The following is the updated summary of the constraints of the sites in question. It also addresses comments on the site layouts provided. Attached is a markup of the site layout.

We understand the following two parcels are under review which both are to be donated to the town and combined prior to development:

- o Lot 17-57-0, 114 Pleasant Street Owner: Simmons Gerald Life Estate C/O David Simmons
- o Lot 17-53- 2, 108 Pleasant Street, Owner: David F Simmons

Zoning:

The Site is zoned “R-1 Single Family Residence District” according to the “Town of Dunstable Zoning Bylaws” dated May, 2015 (Bylaws). All direct abutting properties are zoned R-1. The required setbacks and dimensions according to the Bylaws within Zone R1 are shown in the below table.

Dimensional Requirements of Zone R-1

<b>R-1 Single Family Residence District</b>	<b>Requirements</b>
Minimum Frontage	200’
Maximum Height	36’
Maximum percentage that may be covered by all buildings	25%
Front Yard	30’
Side Yard	30’
Rear Yard	30’

Infrastructure:

- Parking quantity: The Zoning bylaw parking requirement, as listed in section 12.2.2, is for a quantity of “spaces in accordance with anticipated needs as determined by the site plan authority.” As the project moves into design, the parking space needs should be coordinated with the planning board. The apparent conceptual site design provides 43 total parking spaces.

- Circulation: The attached conceptual site design is attached with comments regarding site circulation, drive aisle alignment, and turning movements.
- Cover: The total acreage of the two sites is 6.6 acres. It appears as though the proposed building footprint is does not exceed the max cover of 25%. (approximately 19,900sf over a roughly 6.6 acre site, the coverage is currently at about 7%)
- Cover: The total acreage of the two sites is 6.6 acres. Per the zoning regulations, the max cover of the building footprint is 25%.
- Water: The size of the main in Pleasant Street is 4". The nearest two fire hydrants to the Site are at the intersection of Pleasant Street and Pond Street and on Pleasant Street west of the site at the Post Office. According to the fire Chief the 4" main is an old asbestos line which would likely need to be upgraded for future development of the Site. Future development would also require the need for a future fire service connection.
- Wastewater: We understand that the residential properties are likely serviced by onsite septic systems. However, from our review with the Board of health, we have no record of an existing on-site septic system for either property. New development of the station would likely require installation of a new septic system. The existing septic system will also need to be maintained in the proposed condition if the existing house will remain occupied.
- Drainage: It is understood that Low Impact Development and green BMPs are preferable to a curb and gutter with discharge to a closed drainage system for future development. There appears to be adequate land area available for stormwater infrastructure. There appears to be green space to the south of the site. To make this green space available for stormwater treatment BMPs, the proposed wall will likely need to be shifted to the south to provide space.
- Other utilities: Electricity in Dunstable is serviced by National Grid. There are overhead electrical wires which run along the entire length of the two properties frontage along Pleasant Street. These utilities will likely need to be maintained in the future development. We do not have records of a gas connection to either site and will need to evaluate the availability of gas to the proposed site moving forward.
- Other: There is a stone wall along the length of the two properties' frontage along Pleasant Street. If the wall is proposed to be altered, it would likely need to be relocated onsite.

#### Natural Environment:

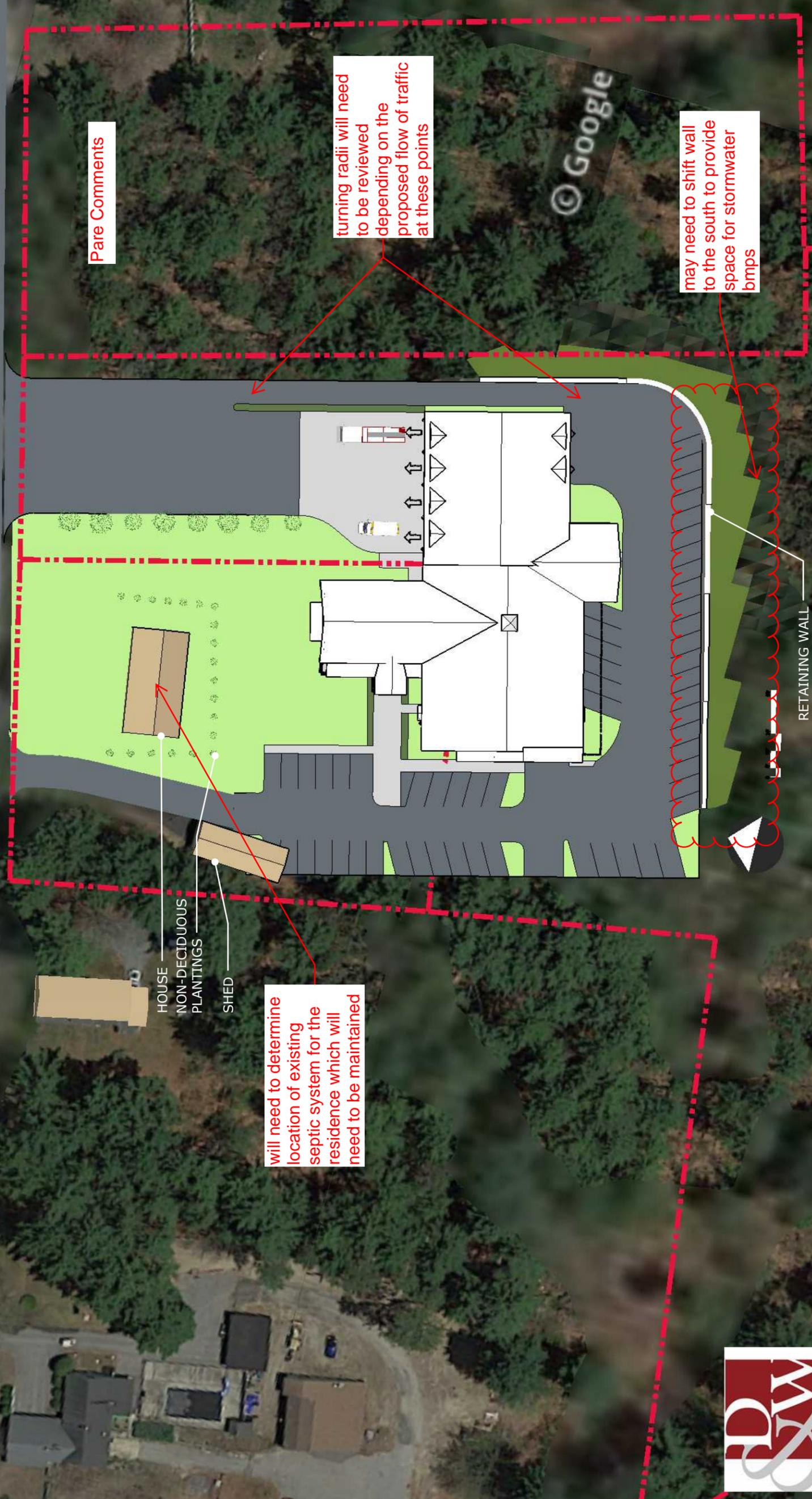
The two proposed properties are shown on the attached Existing Conditions plan for which was previously prepared for the 160 Pleasant Street property.

- Topography: The topography of the Site has a moderate pitch in the area adjacent to Pleasant St. The site slopes at approximately 3% from elevation 196 at the rear of the proposed development to elevation 187 along pleasant street. There is a steep hill at the south east corner of the site. The overall topography allows for the stormwater to flow southeast towards Lower Massapoag Pond. Based on the schematic layout, a wall will be required at the southern and southeast edges of the development.
- Regulated Areas: Review of the MassGIS data layers shows that there are no wetlands, certified or potential vernal pools, rivers, streams, or other water features, ground or surface water supply zones. There is a wetland approximately 170-feet west of the site whose 100-foot regulatory buffer does not extend over the property line. There are no known Natural Heritage and Endangered Species Program (NHESP) mapped habitat on Site based on available MassGIS data maps. According to the Flood Insurance Rate Maps for Dunstable available through FEMA

(Federal Emergency Management Agency), this Site is determined to be outside the 0.2% annual chance floodplain. In regards to FEMA, there are no restrictions for development in the Zone X area.

- Additionally, tree clearing may be required for expansion onto the property. As such, tree clearing may impact local species and require additional permitting including the Northern Long-Eared Bat (NLEB) which is a recently listed federal species. Federal reviews require the agency to provide coordination with the US Fish and Wildlife Service (USFWS) to determine whether the work may result in an incidental “take” of a species. While the USFWS website specifies a time of year restriction for tree clearing of June 1 to July 31, we have also faced a broader time of year restrictions of April 15 to August 31.

PLEASANT STREET



DORE & WHITTIER  
ARCHITECTS, INC.

May 22, 2017

**OPTION A** SCALE: 1" = 60'-0" (WHEN PRINTED AT 11X17)

CONCEPT SITE OPTIONS



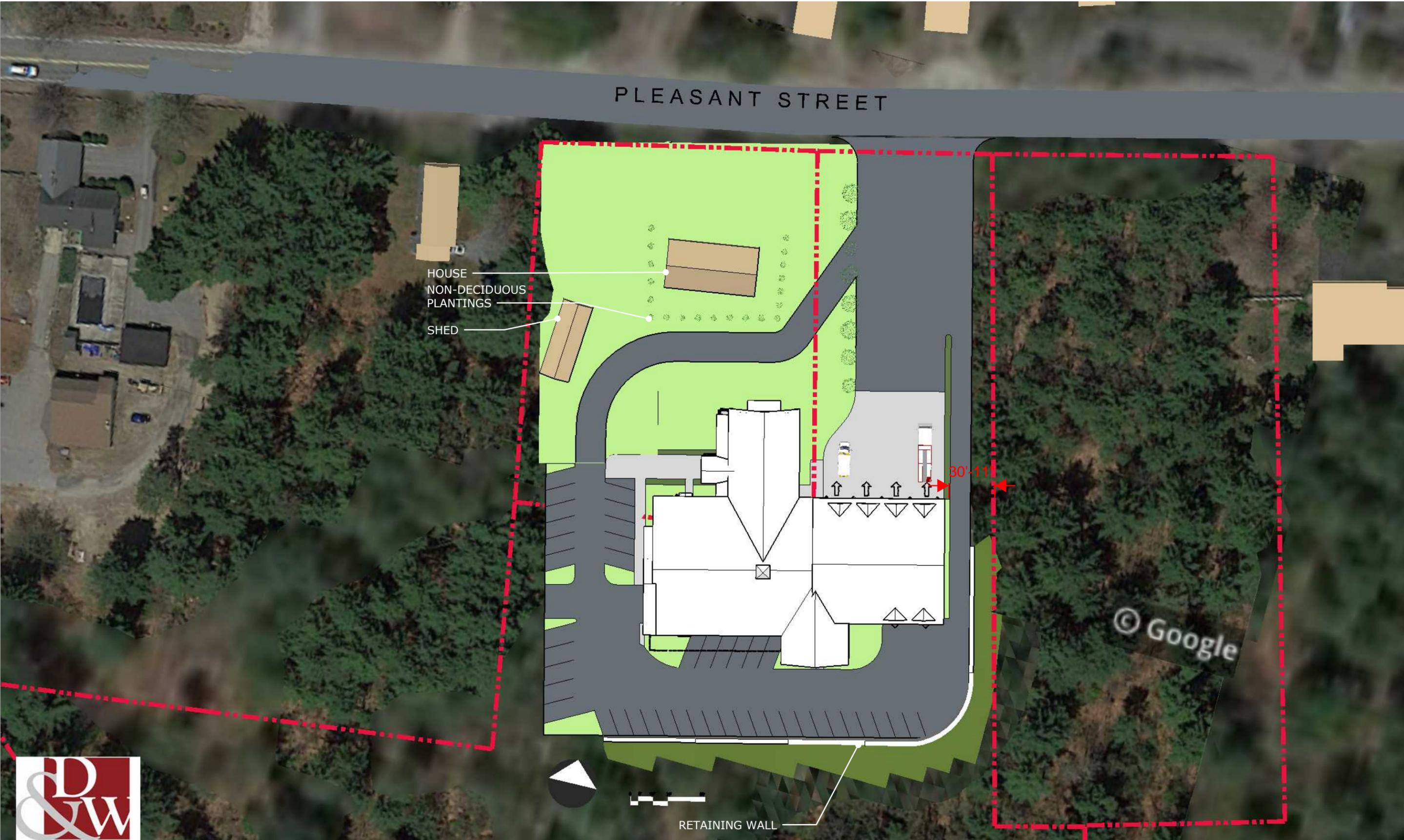
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**OPTION A** SCALE: 1" = 60'-0" (WHEN PRINTED AT 11X17)

May 22, 2017

CONCEPT SITE OPTIONS

DUNSTABLE MA | **DUNSTABLE PUBLIC SAFETY**



DORE & WHITTIER  
ARCHITECTS, INC.

**OPTION B** SCALE: 1" = 60'-0" (WHEN PRINTED AT 11X17)

May 22, 2017

CONCEPT SITE OPTIONS

DUNSTABLE MA | **DUNSTABLE PUBLIC SAFETY**



DORE & WHITTIER  
ARCHITECTS, INC.

May 22, 2017

**OPTION B** SCALE: 1" = 60'-0" (WHEN PRINTED AT 11X17)

CONCEPT SITE OPTIONS

DUNSTABLE MA | **DUNSTABLE PUBLIC SAFETY**